

Creating a Funds Increase that Commits the Money on Additional Accounting Distributions Using Multiple “SHIP TOs” (5/2003)

1.

VFO

Welcome THOMAS NORTHRUP
You have 29 unread messages in your [Inbox](#).

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[Delivery/Task Order TPD-03-C-0004/0300041](#)
[Delivery/Task Order TPD-03-C-0004/030004](#)
[Contract TPD-03-C-0004](#)

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Click “Requisitions”.

2.

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Click “Create Requisitions”.

3.

1. Choose "Requisition for Modification".

2. Click "Submit".

Create New Requisition

- ☐ EZ REQ
- ☐ Requisition
- ☐ Duplicate
- ☒ Requisition for Modification
- ☐ Requisition from APP

4.

1. Enter the Contract or Purchase Order Number in the "Contract Number" Field.

2. Enter the Delivery Order information only if necessary.

3. Click "Display".

Search Criteria

Contract Number
50WCNA7F6027

Order Number
030032

Award Types
All

Site
BPD PROCUREMENT

Include Documents from:
All Sites

Vendor

Award Date Range
Start Date
End Date

Sort by
Contract Number

Max Results
100

Results per Page
5

Select	Line Items	Contract Number	Order Number	Vendor	Award Date	Contract Type
<input checked="" type="checkbox"/>	Y	50WCNA7F6027	030032	WESTAFF USA INC	03/11/2003	Delivery/Task Order

Page 1 of 1 (1 results found)

Line Items

5.

Search Criteria

Contract Number: 50WCNA7F6027

Order Number: 030032

Award Types: All

Site: BPD PROCUREMENT

Include Documents from: All Sites

Vendor:

Award Date Range: Start Date, End Date

Sort by: Contract Number

Max Results: 100

Results per Page: 5

Award Selection

Select Line Items	Contract Number	Order Number	Vendor	Award Date	Contract Type
<input checked="" type="checkbox"/>	50WCNA7F6027	030032	WESTAFF USA INC	03/11/2003	Delivery/Task Order

Page 1 of 1 (1 results found)

Line Items

Select	Item Number	Description	User Product Code	Product	Unit	Quantity	Amount
<input checked="" type="checkbox"/>	0001	ADMINISTRATIVE SERVICES		PR			\$6,200,000.00

Buttons: Select All, Create

1. "Click the "Y" beneath "Select Line Items" to make the line items appear at the bottom of the screen.

2. Make sure the appropriate line items are checked that you wish to increase.

3. Click "Create".

6.

Create New Requisition

System Generated

Manual Entry

Buttons: Create, Cancel

GC330-2003-DFM-PROGRAM REVIEW (BPD-GC330-03-#)

GC400-2003-EE0 OFFICE (BPD-GC400-03-#)

GCR10-2003-GENERAL CHARGES REIMBURSABLE (BPD-GCR10-03-#)

GCT10-2003-GENERAL CHARGES TRAINING (BPD-GCT10-03-#)

Global Services-2003 (SAN-03-#)

GoTo Gov-2003 (BAL-03-#)

OSHRC-2003-DENVER OFFICE-COURT REPORTING (OSH-PR-82TA-3-#)

OSHRC-2003-NATIONAL OFFICE PR SYSTEM (OSH-PR-03-#)

OSHRC-2003-NO CALJ OFFICE-COURT REPORTING (OSH-PR-SH3RD-#)

Rocky Mountain Regional CASU-2003 (ROC-03-#)

TPD-2003 (03-PRISM-#)

Use the dropdown box to select a PR mask.

It may be necessary to scroll to the right on this screen to see the dropdown arrow.

7.

VPFO

Create New Requisition

☒ System Generated TPD-2003 (03-PRISM-#)

☐ Manual Entry

Create Cancel

Once the mask is highlighted in blue, click "Create".

8.

VPFO

Requisition for Modification

Route Self Approve Release Suspend Line Items View Form Delete Cancel Load PPT ?

Requisition Number: 03-PRISM-0001	Stage: Requisition	Number of Items: 1
Version: BASE-In Progress	Net View: Off	Total Amount: \$6,200,000.00
Original Document: 50W/CNA7E6027/030032		Commitment: \$0.00

General Information

Originating Office: [] Edit ...

Requisition Date: 05/02/2003

Requisitioner: TNORTHRU

Buyer: RFRANCIS

Buyer Assign Date: (None)

Requisition Received Date: []

Requisition Released Date: (None)

Source PPT Name: (None)

Primary Product / Service Code: R699

Click "Items".

9.

VFO
Requisition for Modification

[Add](#) [Edit](#) [Delete](#) [Copy](#) [Change Status](#) [View Form](#) [?](#)

Requisition Number: 03-PRISM-0001 Status: In Progress Number of Items: 1
 Version: BASE Stage: Requisition Total Amount: \$6,200,000.00

Select	Item Number	Description	Option Item	Status	Quantity	Amount	Version
<input checked="" type="checkbox"/>	0001	ADMINISTRATIVE SERVICES		Item Active		\$6,200,000.00	BASE

Click on the item number.

[Main Content](#)

10.

VFO
Requisition for Modification

[First](#) [Previous](#) [Next](#) [Last](#) [Add](#) [Copy](#) [Delete](#) [?](#)

Item Information
 Requisition for Modification Number: 03-PRISM-0001 Item Number: 0001 of 1

Item General

Item Number: 1
 Award Type: Definite-quantity
 Description: ADMINISTRATIVE SERVICES

User Product Code:
 Product/Service Code: PR
 Product / Service Code Description: PURCHASE REQUEST
 Qualifier: By Dollars

Calculate By Percent: ☐
 Print Detail: ☐
 Line Item Type:

Period of Performance: to

Quantity:
 Unit of Issue:
 Unit Price:
 Amount: 6200000.00

This is the amount currently obligated on the award document.

[Main Content](#)

11.

VFO
Requisition for Modification

General
Additional Info
Ship To
Funding
Discount
Warranty
Text
Summary
Return

First Previous Next Last Add Copy Delete ?

Item Information
Requisition for Modification Number: 03-PRISM-0001 Item Number 0001 of 1

Item General
Item Number: 1
Award Type: Definite-quantity
Description: ADMINISTRATIVE SERVICES
User Product Code:
Product/Service Code: PR
Product / Service Code Description: PURCHASE REQUEST
Qualifier: By Dollars
Calculate By Percent: ☐
Print Detail: ☐
Line Item Type:
Period of Performance:
Quantity:
Unit of Issue:
Unit Price:
Amount: 7200000.00

1. Increase this amount to the NEW total. This line item has been increased by \$1,000,000.

2. Click "Ship To".

12.

VFO
Requisition for Modification

General
Additional Info
Ship To
Funding
Discount
Warranty
Text
Summary
Return

First Previous Next Last Add Copy Delete ?

Item Information
Requisition for Modification Number: 03-PRISM-0001 Item Number 0001 of 1

Add Edit Delete

Ship To / Accounting
Select Ship To Mark For Quantity Amount Deliver By
FBA SEATTLE \$6,200,000.00 03/31/2003

Click "Add". We will add another shipping address with in order to tie a new accounting distribution to this line item.

13.

Click Submit to save your data.

Requisition for Modification Information
 Requisition for Modification Number: 03-PRISM-0001 Description: ADMINISTRATIVE SERVICES
 Version: BASE Amount: \$7,200

Delivery Location / Accounting Detail

Ship To
 Ship To: Edit ... Mark For: Edit ...
 Amount:
 Delivery Date: OR Days After Award:

Accounting Add

Submit Cancel

The total increase of \$1,000,000 defaults into the “Amount” field on the first shipping address that is being added. For the purposes of this example two new accounting distributions will be added. Therefore this amount must be decreased.

14.

Click Submit to save your data.

Requisition for Modification Information
 Requisition for Modification Number: 03-PRISM-0001 Description: ADMINISTRATIVE SERVICES
 Version: BASE Amount: \$7,200

Delivery Location / Accounting Detail

Ship To
 Ship To: Edit ... Mark For: Edit ...
 Amount:
 Delivery Date: OR Days After Award:

Accounting Add

Submit Cancel

1. The amount was adjusted to \$500,000.

2. Put in a “Delivery Date”. This should be the end of the period of performance for this fiscal year.

3. Click “Add” to insert the new accounting distribution.

15.

Requisition for Modification Information

Requisition for Modification Number: 03-PRISM-0001 Ship To Code: FEDSOURCE-BAL
Version: BASE Amount: \$300,000.00

Accounting Information Detail

Calculate Submit Cancel

Accounting Information:

Select Accounting Code: Alias... A/C Combo...

Treasury Symbol: BAL4560REXXX

Fiscal Year: 2003

USSGL: 610001

Cost Code: FBA1000000

Object Class: 2524

Reporting Category: 00000000

CAT_B_APPR: XXX

Cohort: XX

Project: XXXXXXXXXX

Future 1: XXXXXXXXXX

Future 2: XXXXXXXXXX

Percent: 100

Quantity:

Amount: 500000.00

Committed Amount: Unobligated:

Subject to Availability of funds: ☐

Calculate Submit Cancel

1. Fill in all of the necessary accounting data. **Treasury Symbol, Fiscal Year, Cost Code, and Object Class** are the minimum requirements. Depending on your agency requirements, you may need to add project or reporting category codes.

2. Click "Submit"

16.

Requisition for Modification Information

Requisition for Modification Number: 03-PRISM-0001 Description: ADMINISTRATIVE SERVICES
Version: BASE Amount: \$7,200,000.00

Delivery Location / Accounting Detail

Ship To: FEDSOURCE-BAL Edit Mark For: Edit

Amount: 500000.00

Delivery Date: 09/30/2003 OR Days After Award:

Accounting Add Edit Delete

Select	Accounting Code	Amount	Uninvoiced
<input checked="" type="checkbox"/>	BAL4560REXXX/2003/610001/FBA1000000/2524/00000000/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$500,000.00	\$500,000.00

Submit Cancel

Click "Submit".

Main Content

17.

VFO
Requisition for Modification

General
Additional Info
Ship To
Funding
Discount
Warranty
Text
Summary
Return

First Previous Next Last Add Copy Delete ?

Item Information
Requisition for Modification Number: 03-PRISM-0001 Item Number 0001 of 1

Add Edit Delete

Select	Ship To	Mark For	Quantity	Amount	Deliver By
<input checked="" type="checkbox"/>	FBA SEATTLE			\$6,200,000.00	03/31/2003
<input type="checkbox"/>	FEDSOURCE-BAL			\$500,000.00	09/30/2003

Now the 2nd NEW shipping address will be added by clicking "Add"

Main Content

18.

VFO
Click Submit to save your data.

Requisition for Modification Information
Requisition for Modification Number: 03-PRISM-0001 Description: ADMINISTRATIVE SERVICES
Version: BASE

Delivery Location / Accounting Detail

Ship To: Edit Mark For: Edit

Amount:

Delivery Date: OR Days After Award:

Accounting Add

Submit Cancel

1. The remaining amount of \$500,000 defaults into place.

2. Fill in the appropriate date again.

3. Add the new accounting distribution by clicking "Add".

19.

Requisition for Modification Information
 Requisition for Modification Number: 03-PRISM-0001 Ship To Code: FEDSOURCE-BAL
 Version: BASE Amount: \$300,000.00

Accounting Information Detail
 Calculate Submit Cancel

Accounting Information:
 Select Accounting Code: Alias... A/C Combo...

Treasury Symbol: BAL4560SE03XXX
 Fiscal Year: 2003
 USSGL: 610001
 Cost Code: FBA3001000
 Object Class: 2524
 Reporting Category: 00000000
 CAT_B_APPR: XXX
 Cohort: XX
 Project: XXXXXXXXXX
 Future 1: XXXXXXXXXX
 Future 2: XXXXXXXXXX
 Percent: 100
 Quantity:
 Amount: 500000.00
 Committed Amount:
 Unobligated:
 Subject to Availability of funds: ☐

Calculate Submit Cancel

1. Fill in the accounting information.

2. Choose "Submit".

20.

Requisition for Modification Information
 Requisition for Modification Number: 03-PRISM-0001 Description: ADMINISTRATIVE SERVICES
 Version: BASE Amount: \$7,200,000.00

Delivery Location / Accounting Detail
 Ship To
 Ship To: FEDSOURCE-BAL Edit Mark For:
 Amount: 500000.00
 Delivery Date: 09/30/2003 OR Days After Award:
 Accounting Add Edit Delete
 Select Accounting Code
 BAL4560SE03XXX/2003/610001/FBA3001000/2524/00000000/XXXXXXXXXXXXXXXXXXXX

Submit Cancel

Click "Submit".

Main Content

21.

First Previous Next Last Add Copy Delete ?

Requisition for Modification

General
Additional Info
Ship To
Funding
Discount
Warranty
Text
Summary
Return

Item Information
Requisition for Modification Number: 03-PRISM-0001 Item Number 0001 of 1

Add Edit Delete

Ship To / Accounting

Select	Ship To	Mark For	Quantity	Amount	Deliver By
<input checked="" type="radio"/>	FBA SEATTLE			\$6,200,000.00	03/31/2003
<input type="radio"/>	FEDSOURCE-BAL			\$500,000.00	09/30/2003
<input type="radio"/>	FEDSOURCE-BAL			\$500,000.00	09/30/2003

Choose "Return" to complete the rest of the PR and route the document as necessary.

From this point, if no more changes are necessary, you may route the document through the normal channels.